

Program for Arterial System Synchronization (PASS) FY 12/13 Cycle
Project Administration Guidelines

Deliverables

#1. Workslope, Schedule, and Budget (WSB)

- Prepared by the consultant
- Should include project understanding; detailed task descriptions, including meetings; data to be obtained from the agencies and/or collected in the field; deliverable due dates and review times; level of effort; schedule of the entire project and project budget with invoice payment table
- Project stakeholders to provide consultant with their preferences to various signal timing parameters to maintain consistency with the recent CA MUTCD 2012 guidelines
- Changes to scope of work after final WSB must be approved by MTC and followed with a Revised Final WSB, including the approved changes to the scope, schedule, budget, invoice table, etc.

#2. Existing Conditions Report, including computer model with existing timings

- Summarizes the data collected to date, including collision data for the last three years for which the data is available, and will be used as the baseline for improvements. Consultant will conduct field reviews to make sure the computer model is sufficiently calibrated and will discuss with the project stakeholders any unique issues observed in the field
- Contains preliminary recommendations for optimization of actuated settings

#3. Recommendations Report, including computer model with recommended timings

- Contains suggested changes to actuated settings, and recommended time-of-day coordination plans and hours of coordinated operation
- Includes analyses of signal groupings, phasing, cycle lengths, splits, and offsets, as well as expected improvements
- Sponsor and other stakeholders decide if recommendations are consistent with project objectives

#4. Final Project Report, including computer model with final timings

- Contains timing sheets to be used for implementation in the format requested by the sponsor
- Contains final timings that were implemented and fine-tuned
- Contains project evaluation information, including benefit-cost analysis, measures of effectiveness and emissions reductions

Review Process

- All deliverables subject to review and approval by sponsor, other stakeholders, and MTC
- MTC's review will focus on adherence to the approved scope of work, schedule and budget
- Consultant will indicate on the title page of the deliverable the date when comments are due and follow-up with stakeholders as the deadline nears
- Consultant will prepare and submit a comment/response log detailing all of the comments received on a deliverable and how they were addressed
- Failure to communicate with either MTC or the project sponsor by the time a deadline has passed may be grounds for terminating the contract and/or project
- Please copy (CC) MTC Project Manager on all written correspondence, including e-mail
- MTC will provide comments when appropriate to the consultant and project stakeholders

Schedule

- The timing plans should be implemented by March 2013, and the final project report should be completed by May 2013, unless otherwise indicated in the DWSB and approved by MTC

Invoices

- Consultant will submit invoices to MTC Accounting along with a copy to the MTC Project Manager
- Payment will correspond to the approval of deliverables, and the approximate level of effort

Conflicts

- Notify MTC immediately of any issues throughout the duration of the project